

VMR CHECKLIST –
HOW TO SUBMIT A VENDOR NAME/TIN NUMBER
/TIN TYPE CHANGE REQUEST TO VRO

Guideline Reference – Vendor Name/TIN Number/TIN Type Change

This checklist will explain how to make a name/TIN change request to the Vendor Registry Office (VRO):

1. Once you have been made aware of a vendor's name/TIN change, collect the following documentation:
 - a. The letter or postcard indicating the vendor's old name/TIN and new name/TIN.
 - b. A new W-9 from the vendor.
 - c. Any other paperwork (invoices, statements, etc.) pertinent to the requested change.
2. Forward a copy of all the documentation to VRO. The following is a listing of the documentation to be forwarded:
 - a. A fax cover sheet indicating who (which institution) is requesting the change to the vendor. VRO's fax number is 701-328-0108.
 - i. Include either on the fax cover sheet or in the email:
 1. The vendor's name as it exists on the database.
 2. The vendor's identification number from the database.
 3. The name of the institution requesting the change
 4. The name of the person at the institution requesting the change and that person's email address.
 - b. The letter or postcard indicating the name or TIN change.
 - c. A new W-9 from the vendor.
 - d. Any other paperwork (invoices, statements, etc.) pertinent to the requested change.
3. Email VRO's info account at spovendor@nd.gov to inform the VRO staff that paperwork is being sent.
4. If you have any questions concerning this checklist contact the Vendor Registry Office for additional information:

Vendor Registry Office
14th Floor Capitol Tower
600 East Boulevard Avenue
Bismarck ND 58505-0310
Phone: 701-328-2773

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5. Once received VRO will:
 - a. Contact the vendor regarding the name change to determine if this is a corporate name change or a subsidiary name change.
 - b. Check for unpaid vouchers attached to the existing vendor. Unpaid vouchers will not complete if the vendor has a status of inactive.
 - c. If there are interface locations attached, the appropriate state agency needs to be contacted regarding the changing vendor number.
 - d. If the vendor is also a bidder, the vendor must be contacted to complete a new application with the new name.
 - e. If the vendor is a sole proprietor, the vendor needs to be contacted to determine the date the business transferred from one owner to another to determine the proper 1099 reporting.
 - f. This change will be included in the vendor consolidation report.
6. Once all of the above is completed VRO will notify you of the new vendor number.
7. If the vendor is reportable VRO will handle the withholding adjustments to the state agencies' payments. Each institution will need to address reportable payments individually.